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30 November 1988

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MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 29 November 1988

1. Events of Major Interest That Have Occurred During the
Preceding Week:

b. During the period 21 through 23 November, the Domestic Buildings Branch, Facilities Management Group, OL, surveyed over 6,600 square feet of space in three buildings in the Washington Metropolitan Area for office renovations on behalf of the Office of Research and Development, Office of SIGINT Operations, and the Office of the Deputy Director for Intelligence. All preliminary drawings have been started, and layouts for two of the projects should be completed by 1 December.

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g. The original development concept for Reston called for the Agency and its Architectural and Engineering (A&E) Consultant, Ellerbe and Becket, to prepare requirements and participate in the evolution of the site master plan. The developer's A&E would then perform the schematic design, the more detailed design development, and prepare the construction bid packages reflecting the detailed design. Recognizing the benefits of design control, the Reston Project Office (RPO) has reached agreement with the developer to allow Ellerbe and Becket to perform the schematic and the development design phases. RPO met with Ellerbe and Becket on 23 November to review and negotiate the scope of work for this design effort, which will lead to the submittal of a formal proposal in early December.

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* j. Cerami and Associates, an acoustical consulting firm, has been hired by OL to review the sound transmission problems in the New Headquarters Building. The contractor made a site visit on 22 November to discuss the problems and conduct testing. After

touring the site, the consultant recommended continuing the current program of blowing in insulation, upgrading the seals around the metal filler panels used to make the transition to the exterior walls, and placing gaskets around the door frames when necessary. It is anticipated that the work currently being done in the Inspector General's office area will be completed by 8 December.

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k. OL reports that details have been finalized to replace the American Coach bus used by the Recruitment Division, Office of Personnel, with a Motor Pool Branch vehicle and driver on 2 January. This represents a significant cost savings to OL. Beltway Limo Shuttle service on the Headquarters Compound will also be discontinued and replaced by Motor Pool Branch service. Both changes will result in better customer service at a reduced cost.

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o. During this reporting period, the Office of Current Production and Analytical Support submitted the 1989 World Factbook database to the Printing and Photography Group, OL, to begin processing. Typesetting routines to streamline the production process have been developed and proofs should be ready by the end of the week.

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p. The Agency Contracts Group, OL, forwarded a Request for Proposal to four contractors for 350,000 reams of 8 1/2- by 11-inch copier paper to be delivered in monthly shipments throughout 1989. Unfortunately, only one contractor responded, and at a price significantly higher than in-house estimates. A decision was made to immediately procure 100,000 reams of the "better grade" paper to ensure adequate stock levels through March 1989. There are positive indications another mill may be able to manufacture our remaining needs early in 1989, thus opening up competition and possibly fulfilling our original requirements. Recent Purchasing Magazine articles indicate that the paper shortage is still at critical levels and prices are of grave concern. Close coordination will be maintained to ensure that inventories are not depleted.

2. Significant Events Anticipated During the Coming Week:

None

 John M. Ray